

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 8 MARCH 2002**

I. CEFMS:

- a. We modified the CEFMS bulk credit card process to prohibit users from establishing new purchase requests prior to approving and certifying amendments to the bulk purchase request. CEFMS users will receive a message, which notifies them that the bulk amendment must be approved and certified prior to creating a new purchase request. The CEFMS modification will prevent out-of-balance conditions that had occurred.
- b. Brenda and Roger Schimming met with Harold Germany on March 4 and 5 to finalize plans for the first CEFMS training class scheduled at the UFC in May 02. Bill Mordecai will establish a test database and Sharon Mordecai will establish electronic signature cards on the database. Our contractor, Keltek, will update the training material for the class. The Schimmings will update their training material for an overview of CEFMS, and for contractual purchase requests, DD1556 (training) process, travel order process, and the travel voucher process. Harold Germany will notify USACE activities of the training, and will handle the administrative details for the classes.
- c. We are continuing to test the new CEFMS electronic asset transfer functionality. We have coordinated with the proponent of the Automated Personal Property Management System (APPMS) to insure proper accountability and accounting for transfers of assets between USACE activities.
- d. When entering a CEFMS Purchase Request and Commitment (PR&C), selection of certain Resource Codes requires an Information Technology Investment Portfolio System (ITIPS) Number. At the request of CEIM, we developed system specifications to add the ITIPS number to the CEFMS technical approval review screen. If the technical approver determines the ITIPS Number entered by the PR&C originator is incorrect, the technical approver can modify the ITIPS number during the review. We will use the audit function to track changes made to the ITIPS number by the technical approver.

e. We modified the calculation of overhead rates in the CEFMS Operating Budget Module so that DA Intern labor can be excluded from the calculation. The intern labor must be identified with the DA Intern Army Management Structure Code (AMSCO). This change increases the accuracy of the Budget overhead rates at USACE activities, which have DA Interns assigned.

f. We reviewed the P2/CEFMS interface functional design documents provided by P2 project managers. A meeting was held between P2 project managers (Terry Patton, Robin Ash), P2 contractors (Craig Barry, Anders Warnbrink), P2 team leads (Jim Perkins, SWF, Mike Richardson, ERDC, Gary Rohn, NAP, George Evans, HQUSACE) and CEFMS representatives (Tommy Pond, Don Forbus, Sandy Eckley, and Tom Pennington) to discuss ten documents (P2 design documents) and other P2 conceptual issues.

g. We released a CEFMS final invoice report, which will help USACE contracting offices identify contracts which need to be finalized.

h. We are making final preparations to launch the new CEFMS Access Control Request Management System (ARMS). ARMS is similar to the Access Request Approval Tracking System (ARATS) that we developed several years ago to electronically request, approve and track CEFMS access permissions and eliminate sending paper requests to USACE activities supported by the UFC. GAO and PwC recommended, in a FISCAM audit review at the UFC, that we develop an electronic access control system for USACE-wide use. We plan to release ARMS by 1 April 2002.

i. We fielded a new version of the CEFMS Receipt Voucher Process that matches open invoices with open receiving reports. The new process produces a receipt voucher for payment in a background process utilizing Side Servers technology for electronic signature. Two of these Side Servers are currently installed at the Central Processing Center and two will be installed at the Western Processing Center. CEFMS users performing the Accounts Payable process at the UFC and POD that produce and certify receipt vouchers will no longer be "tied up" in a process that formerly ran for 10 to 45 minutes per database. The users will initiate the program and then be able to go on to other work. Our next step will be to incorporate this technology into the disbursing process.

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	744	802
Priority #1 Problem Reports	91	102
GUI Related	1	1

b. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	53	54
One	2	0
Two	1	3
Three	0	1
Four	2	2
Five	2	1
Six	0	0
Twenty Two	1	0

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>NUMBER</u>
MILLINGTON	266
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	290

DISBURSING WORKLOAD DATA:

PAYMENT	<u>Current Month</u> <u>1-28 Feb</u>	<u>Year to Date</u> <u>1 Oct-28 Feb</u>
BY CHECK:		
Checks Issued	15,655	80,709
Percent of Total	31%	31%
Dollar Amount	\$122,690,867	\$653,105,031
BY EFT:		
Transfers Made	34,887	176,341
Percent of Total	69%	69%
Dollar Amount	\$669,136,576	\$3,411,244,244

IV. OTHER UFC ISSUES:

a. Our emphasis in the Directorate of Accounting Cash Reports Division and CERM-F continues to be to meet the DA goal of resolving and clearing all USACE problem disbursements greater than 180 days old by 31 March 2002. Our preliminary estimate at this time is that we will clearly be able to demonstrate excellent progress as we have for the last year but we will not meet the 31 March goal. Three to four USACE activities will have problem disbursements remaining at 31 March. Several of the activities' problems are pre-CEFMS and documentation to properly post the transactions has not been located at the activity. We will continue to work with the activities to clear all charges.

b. The consolidation of the Europe District and the Transatlantic Programs Center is on schedule for 1 April 2002. The Memorandum of Understanding (MOU) and Appendix A detailing finance and accounting responsibilities for the activities under the consolidation have been forwarded to both organizations for review. Activity commanders and the UFC director should sign the two MOU's by 15 March 2002.

c. Dottie Arnold, Brenda Carter, and Anita Mims (CEFC-A) are visiting Transatlantic Program Center and Europe District to review cash reporting operations and problem disbursements in preparation for the upcoming 1 April 2002 consolidation.

d. DFAS personnel will visit the UFC 27 March 2002 to merge our Integrated Army Travel System (IATS) database with the IATS database at the Transatlantic Programs Center. The merge will enable us to accurately pay supplemental vouchers since the Transatlantic Programs Center history will be available. We will complete all IATS uploads to CEFMS on 26 March 2002 in preparation for the merge.

e. We have signed an OPAC/IPAC Bi-Lateral Trading Partnership Agreement (TPA) with DFAS-Indianapolis. The bilateral TPA will facilitate clearance of accounts receivables with other Army activities in a timelier manner.

f. We are currently working with the General Services Administration (GSA) to establish IPAC Trading Partnership Agreements. We plan to send two individuals to the GSA Finance Office in Fort Worth to review their billing and payment system to ensure that we can receive the documentation needed to accurately record our expenditures. When implemented the process will streamline a large volume of our billing and collection activity.

g. We have completed our review of the DFAS Web Invoicing system. DFAS is currently working on vendor registration procedures and a user's manual. We are developing a plan for notifying USACE vendors. We will begin notifying the vendors that web invoicing is available in April 2002, after the registration process is finalized.

h. We have completed the implementation of e-mail notification of IATS Computations and Advice Notices for all USACE activities. The Wilmington District and the Engineer Research and Development Center (ERDC) were the last two activities to implement the process. The e-mail notification eliminates the manual process of mailing the computations and advice notices.

i. Ellen Gibson and Lynda Locke from our CFO Division attended the DFAS CFO FY 02 Workshop 6-7 March in Washington, D.C.

j. We received a ruling on a General Services Board of Contract Appeals (GSCBA) appeal for an employee whose PCS travel orders were written authorizing movement of household goods either by Government Bill of Lading (GBL) or Commuted Rate. The Board ruled that because the travel orders gave the flexibility to use either method of transporting household goods, the commuted rate method should be used to pay the traveler and there reimbursement not be limited to the cost of the GBL. All order authorizing officials must understand that travel orders should clearly state the method of movement to be used. Also, cost comparisons should be performed to ensure that the most economical means of shipping household goods is used. If no method is designated on the travel orders or a cost comparison was not completed, we must default to and pay the commuted rate, which generally is the most expensive method of transportation.

k. We are continuing to prepare for the CEFMS training planned for this summer. Harold Germany (CEFC-A) met with Roger and Brenda Schimming (CEFC-S) in Huntsville 4-5 March 2002. The purpose of the meeting was to identify the various CEFMS functionalities to be covered, training facilities needed, format of the classes, and establishment of training databases.

l. On 26 February, we held our program for Black History Month. The program included entertainment and inspirational readings by UFC employees. We also held a poetry contest during the month and announced the winner of the Black History Month poetry contest—Ms Sharon Bensley. Our speaker for the occasion was Memphis City Council member, Mr. Myron Lowery. The theme for this year's program was "Dare to Dream - Soar to Higher Heights - A Celebration of Lifetime Achievements".

m. To fulfill the requirement for annual training on management controls, we developed a PowerPoint presentation defining controls and re-enforcing the importance of establishing/implementing management controls in day-to-day business processes. The presentation was placed on our intranet; and all UFC supervisors are required to view the presentation during March and certify that they have completed the review of the presentation.

n. Based on instructions from CEIR, we have requested all USACE activities to inactivate CEFMS access for all GAO and DoD IG auditors. Currently, the only auditors with access to CEFMS databases are Army Audit Agency auditors.

o. On 28 February we transmitted the second submission for the manpower requirements cycle. This submission included the civil funding data for FY02-09, which we recorded in FORCON.

p. Our EEO specialist attended Consideration of Others training presented at the Memphis District by MSG Robin Bell, CECS. This training will be useful in the management of the ongoing UFC Consideration of Others program.

q. On 28 February the Naval Support Activity Mid-South Safety Office performed the annual safety inspection of our building. The inspector noted some housekeeping improvements that were needed to prevent possible slip and fall injuries. We will take prompt corrective action when we receive the inspector's report, which identifies specific areas.

r. On 5 March we participated in a VTC with representatives of CECI. The subject of the VTC was the Information Technology Investment Portfolio System (ITIPS). CECI provided a presentation on the IT capital planning process and the role that ITIPS supports in that process.

s. March is Women's Month. Our theme for the month is, "Facing the Challenges of Life: Health, Success and Career". We have planned a special program that will be dedicated to deceased UFC employees. The program will focus not only on job efficiency, but also on health, attitude, goals, and everything facing employees within their careers. We have arranged for noted author and renowned physician in the field of breast disease, Dr. Christine Mroz, to speak during the Women's Month Program.

t. During the week of 20 March, we will host the Defense Cash Accounting System (DCAS) training by DFAS and USACE Workshops for military appropriation CFO Reconciliations. Also, the ASMC local chapter's Mini-PDI will be held and we will host Mr. Coakley for his quarterly visit.